

**Financial Management User Group
Minutes
April 24, 2008**

Chief Accountants Present:

Joe Bengel	Russ Hecko	Peggy Murphy	Patricia Schrauben
Lorie Blundy	Gena Hyde	Suzie Nichols	Kim Stephen
Al Christian	Preston Ilg	Stephanie Roach	Anita Wooton
Mike Draschil	Raj Mehta	Doug Spitzley	Penny Wright
Rick Harper	Juzer Modi		

Others Present:

Beth Ball	Mary Hines	Tim Martin	Jeremy Piggott
Tim Becker	Chris Holly	Ann Mazurek	David Quigley
Cindy Bloomer	Kelly Hopton	Patrick McCarthy	Tracie Richards
Jill Bronken	Nandita Jain	Paul McDonald	Penny Saites
Angela Burgtorf	Cindy Johnson	Angela McNulty	Adreah Saxton
Marilyn Carey	Codee Kirkby	Ruth Mealy	Cheri Thompson
Julie Earle	Mike Krouse	Laura Mester	Brenda Vincent
Lisa Fath	Mary Jo Letner	Peggy Murphy	Brian Weiler
Marge Fuller	Jill Lockhart	Kathy Pietila	Arlene Wittenberg
Rachel Green	Danielle Lynch		

Opening Remarks

Laura Mester, Chair, opened the meeting at 2:00 p.m. New to the meeting was Penny Saites from the House of Representatives as well as Danielle Lynch and Mike Krouse from the Department of Treasury.

Budget Update – Codee Kirkby

- The supplemental passed and is in the Governor's office for signature.
- Legislation is moving forward on the 2009 bills.
- Items for the spring transfer letter were due April 25.
- We are completing the midyear reconciliation on budget related transactions for agencies. Chief accountants will be contacted with any issues that arise.
- Budget is reviewing expenditures and appropriations by line and source for the quarter.
- OSB is hoping to get 2009 budget bills out in June.

Treasury Update – Brenda Vincent

- Eileen Bur left her position for an early retirement. Tom Sharpe is the Acting Administrator, however he was not able to attend.
- The State of Michigan is one of the first states in the country to become PCI compliant. Brenda congratulated agencies for this big accomplishment.
- DLEG experienced three counterfeit one hundred dollar bills. To learn how to spot a counterfeit bill, contact Sara Botke at 636-0730 or botkesaj@michigan.gov.
- Wire transfer requests for Treasury are now being sent to Nancy Morse.

- Mike Krouse and Danielle Lynch of Treasury's State Finance Division are responsible for the cash flow forecasting for the Common Cash fund. Each year, agencies are asked to give their department's major disbursement schedule. In prior years, it has been done through e-mail. The method has been changed utilizing Treasury's intranet website. Danie worked with Treasury's web team to develop an intranet site. She provided a handout and detailed instructions to the FMUG group. The website is: <http://connect.michigan.gov/treasury>. Click on Inside Treasury, Working With Treasury, Cashflow Forecasting. If you don't have access to the Internet, Danie can arrange for you to have access to the website. If you have questions or need further information, you can contact Danie Lynch at (517) 271-1765 or LynchDC@michigan.gov. Mike Krouse can be reached at (517) 373-8406 or KrouseM@michigan.gov.

Roundtable Discussion

- Cindy Johnson (DMB) announced that the fuel charge on the vehicle fleet has not increased. The reason is partially because we have been able to save in other areas which can offset the increase in fuel costs. For further information contact Ron Foss at 335-7015.
- Status of COBJs: Laura Mester said the Governor's office has announced that there will be an accountability portal that will report expenditure data. As a result of that, when data is pulled up, we get different answers. One of the things that will be added to the project on object codes is the accountability portal. OFM will work with each agency on how we should pull the data. We're working on a test environment now. The question is what do departments want to measure when recording expenditures? The primary focus will be expenditure data and the need for better standardization where object codes are used.

Tim Becker (OFM) is heading up a project to standardize coding. Work groups are being formed that will work primarily on the comptroller objects to make the system more effective. The group will review the current structure, possibly look at unused data elements, and update the Object Code Manual. Contact Tim if you want to join a work group at BeckerT1@michigan.gov.

- There was a very brief discussion on the accounting consolidation. Not much to report, moving forward slowly.
- OFM is doing a complete rewrite of our interagency transactions in Chapter 16 of the Financial Management Guide. There was quite a lengthy discussion on the Civil Service 1% Assessment.

OFM Division Updates

Support Services Division – Bryan Weiler

- OFM Help Desk staff is currently reviewing agency websites to find where each agency's help desk phone number is listed. They want to convert to using an e-mail address instead of customers not able to make contact because of full message line. Callers could expect a response time of 24 hours or less with e-mail.
- The Contract & Payment Express website has undergone some changes. *Keywords* were added to it and FAQs were also changed somewhat. There is now the flexibility to put messages on the Welcome Page. The Help Desk added a new link to a tutorial before users access their department's record information.

- There have been some organizational changes within SSD. The Security Management & Audit Analysis Section has been disbanded. The security management piece is now covered in Jane Paxton's section. Jane and Cindy Liu are the main contacts. April Malinowski, Tim Kubu, and Bryan Weiler have been reorganized under the new Office of Internal Audit Services. For the time being, requests can be sent to the same e-mail account. They are still in the same location with the same phone numbers.
- The Internal Control Evaluation is almost wrapped up. We are working to publish the report in May or early June under the Office of Internal Audit Services.

Payroll and Tax Reporting Division – Ruth Mealy Reporting

- Time and Expense Project update. The first new release of DCDS will be available late May. It is an update to the power builder code and we are addressing 25 outstanding fix and enhancements requests. With the first rollout is an upgrade to the ORACLE Client. Cathy Pelham (DIT) is coordinating with the client service directors to get the new version tested on agency systems to make sure it doesn't interfere with other ORACLE applications you have. Release notes can be found on the OFM website under the *What's New* section. We are still taking volunteers to assist in various stages of the project. E-mail Ruth or Russ Desy if you want to participate.
- In the near future the agency payroll liaisons are going to take over sending out the information on outstanding payroll payments (pre-escheats) on a quarterly basis.

Accounting and Financial Reporting Division – Laura Mester Reporting

- Laura has been working with Neil Miros (DIT) regarding MIDB storage. A workgroup will be set up to address alternatives to MIDB storage. Laura recommends having five years of data that would be readily accessible. Earlier years would be available on another mechanism for storage. There will be a survey asking agencies to define what their business requirements are for MIDB usage as a reporting tool.
- Profile rollover will be the end of June. Agencies should be inactivating unused profiles so they are not taking up more space than necessary.
- Lisa Fath noted that AFRD is in the process of updating the closing schedule for FY 2008. We anticipate it will be completed by the end of May and will look the same as the FY 2007 closing schedule.

Critical 2008 year-end closing dates are as follows:

10/22 – Last day for FY07 MAIN payment processing.

10/24 – Last day DMB Purchasing Operations will accept Advice of Change.

10/31 – Last day an Advice of Change/Changed Purchase Order can be posted.

10/31 – Last day for agencies to complete identification of qualifying encumbrances.

10/31 – Last day a Document Cancellation can be posted in R*STARS for liquidation.

11/21 – Last day to process old year transactions.

The meeting was adjourned at 3:30.

The next meeting is scheduled for July 24, 2008.